

PREVENTION & OUTREACH SUBCOMMITTEE **DRAFT** MINUTES

June 03, 2019 – 12:45 PM

Smyrna Rest Area Conference Room, Smyrna, DE

QUORUM MET – 3 OF 5

PRESENT: Christine **Applegate**, **CHAIR**, RN Navigator, Bayhealth Hospital; Andrew **Buridan**, Brain Injury Advocate/Support Group; Tammy **Clifton**, Senior Vocational Rehabilitation Counselor, Sharon **Lyons**, President, Brain Injury Association of Delaware; Nancy **Ranalli**, Easterseals; and Dee **Rivard**, SCPD Support.

ABSENT: Thomas **Cairo**, Bayhealth Neurosurgery;

GUESTS: (Not able to vote or count toward quorum)

IN-PERSON – Dr. Ron Sarg, DCVA

CALL TO ORDER

Dee announced that the first order of business required of this subcommittee was electing a Chairperson to lead the subcommittee.

- Nancy Ranalli nominated Christine Applegate. Sharon Lyons seconded the motion, and subcommittee members in attendance unanimously approved Christine's nomination as Chair of the Prevention & Outreach Subcommittee.
- Dee asked Christine if she accepted the nomination and Christine responded that she accepted the nomination as Chair.
- Dee turned the meeting over to the newly elected Chair advising everyone that she previously provided everyone with a copy of an Agenda for today's meeting along with a copy of the Prevention & Outreach Subcommittee's Structure and Development document containing information previously discussed by the Brain Injury Committee members on this subcommittee's formation, membership, focus, groups and organizations for outreach, and responsibilities assigned by the BIC.

MEETING DISCUSSION

- Tammy will contact Tom Cairo to see if he is still interested in being a member of this committee.
- Dee advised everyone that she previously sent out a copy of a meeting agenda and the Prevention & Outreach Subcommittee Structure & Development with items taken directly from suggestions during the Brain Injury Committee meetings.

- Dee reminded everyone that one of the items this subcommittee needs to decide is how many of which handouts are needed for subcommittee members to use during outreach and education events.
- Christine asked members if this subcommittee wanted to create uniform talking points for when member reach out?
 - Subcommittee members unanimously agreed.
- Christine requested suggestions from committee members.
 - Sharon Lyons told members that Kristy Handley, Executive Director of the Brain Injury Association of Delaware (BIAD) volunteered to work on researching grant funding so that the BIAD could help print resource materials including the TBI Fund Info Card for members to use in outreach packets when contacting groups and organizations.
 - Tammy Clifton shared that she still has Dee's email inquiring if the TBI Fund could obtain funding from the BrainStrong Grant in order to produce materials and resources to share as part of the Prevention & Outreach Subcommittee's education campaign. She will save it to inquire during next year's BrainStrong Grant enrollment/application.
 - Nancy qualified that the items on the list that Dee provided are really just for looking at for getting the word out about the TBI fund and prevention of brain injuries. Tammy shared that it is also for nurses and sport's club training.
 - Nancy Ranalli inquired about the "Transportation" focus on the list provided stating that under the "Focus" section it lists "transportation outreach" and she is not sure how that falls under the responsibility of the Prevention and Outreach Subcommittee.
 - None of the subcommittee members could remember what the reference to "Transportation Outreach" referred to under the Subcommittee's Focus section. Dee promised to look up the reference from the BIC Minutes as that was where she pulled all of the information from for the document. **[NOTE:** Dee subsequently found the reference in the 12/03/18 BIC meeting minutes. All the minutes said were that BIC committee members recommended this subcommittee should focus on (1) coordination of transportation; and (2) cross promoting the TBI Fund.
 - Dee shared that she believed that was for use of the TBI Fund to pay for a scholarship for individuals with Traumatic Brain Injury Survivors to attend the BIAD Brain Injury Conference and to provide DART bus passes for transportation if necessary. However, Tammy pointed out that sometimes it is just a matter of where they live because if they are not eligible to use ParaTransit and do not live near a DART Route the DART passes would not help them.
 - Nancy clarified that she feels this would be a better fit under the TBI Fund Committee for their review. She also feels that this issue should be brought up under the larger BIC meetings for them to determine if there are ways that they can start advocating for transportation to appointments because it is such a huge issue for everybody.

- Nancy is aware that transportation is an issue generally; however, she is unsure if this is something that this subcommittee could tackle.
 - This is something that perhaps the Prevention & Outreach Committee could discuss with Kyle Hodges in order to advocate for with the legislature due to people with brain injuries not being able to get to services because they have no way to get to their appointments. Sometimes it is just a matter of where they live because if they do not use ParaTransit they really have no way of getting into town because they have to get from where they live to a Dart bus stop. Transportation is a huge issue for everyone.
 - A discussion ensued about what the issue is with ParaTransit (e.g. requiring approval in order to use ParaTransit, ability to enter and exit a regular DART bus, ability to recognize stops.) Another issue includes the cost of ParaTransit and DART on TBI Survivors.
 - Dee will research this in the BIC minutes since members know that transportation is an issue generally with individuals with TBIs being able to attend their appointments. Unless the minutes mention something specifically about transportation, members agreed to transfer the advocacy of this topic to the larger BIC.
 - Will the TBI Fund cover transportation services?
 - Transfer the larger transportation issue to the BIC. Do we need to educate people on how to use the ParaTransit and DART Services?
- Nancy raised the responsibility of this subcommittee for having information about the fund and brain injuries at events that members typically attend. The other part of this subcommittee responsibility is reaching out and actually doing presentations about brain injuries, prevention and services available. Trying to get rehabs and medical providers to share the information with patients they are treating in order to provide them with additional resources.
- Subcommittee members should reach out to case managers, doctors' offices, and Nurse Navigators. Perhaps there is a letter that this subcommittee can develop to discuss services in general and to provide them with BIAD's phone number and the ADRC website information in order to get the word out to as many organizations as possible. This subcommittee should also work on advocating for prevention of concussions and TBIs in addition to providing training for nurses who are involved with sports clubs.
- Christine felt that the most important thing for this subcommittee to work on next was the development of uniform talking points for outreach.
 - Andrew Burdan stated that he really liked the idea of providing the resource information to survivors on USB jump drives because this would permit them to easily access the information or print it out from wherever they were including physicians, OT, SLP, and PT appointments.
 - A discussion ensued among members who felt that putting the information on jump drives may not be the best way to proceed because the information may need updating frequently and we would have to find a specific person to provide the

information to. Other members felt that the USB jump drives could be easily lost and were concerned about the cost.

- Andrew shared that he knew someone at one of the hospitals near to where he lived that he was willing to approach in order to solicit funding to help with obtaining USB/jump drives to use for this subcommittee to disseminate information.
- Nancy believes that this is where the committee members could utilize the Caregiver Resource Centers.
- Guest Ron Sarg asked to provide some input, which Chair Christine approved. Ron suggested using 1 state website to communicate all resource and provider information as is done with the Delaware Joining Forces (DJF) website available for members to review by following this link: <https://delaware.gov/djf/>. He advised that this would not require technical knowledge since each provider or resource is responsible for maintaining and updating their own website information. The single state website would contain links to the information allowing users to navigate directly to the resources that they were trying to locate. Each agency would maintain their own website's information.
- Subcommittee members expressed an interest in ensuring that brain injury information and resources are supplied during Delaware events.
- Christine mentioned that in order to efficiently get brain injury information out that this subcommittee needed to ensure that the information reached the right person or persons who would then pass the resources on to brain injury survivors.
 - Reach out to case managers, nurse navigators, physicians, provide a link to the Delaware Aging and Disability Resource Center (ADRC), the Brain Injury Association of Delaware (BIAD), the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), and Caregiver Resource Centers.
 - Nancy Ranalli advised that Delaware has 6 caregiver resources centers in the state. She shared that the ADRC is the first link to state services. She provided background information on what they do.
 - The ADRC is supposed to be the first point of contact for individuals to obtain state services. The ADRC completes an online assessment and then goes out to complete an in-home assessment in addition to providing resources in Delaware.
 - Community Resource Centers cannot assist someone with completing applications.
 - Caregiver Resource Centers serve as access points for information on a variety of caregiving issues. The centers are staffed on a part-time basis. Coordinators at each center understand the challenges that caregivers face. They provide information, assistance and support that can be helpful in a caregiver's individual situation. They help caregivers navigate services systems, find solutions to individualized concerns and make appropriate referrals. Many Caregiver Resource Centers also have support groups. In

addition, each center has materials that can be reviewed on site or checked out for home use.

- The Prevention and Outreach Subcommittee may need to educate Caregiver Resource Centers about how to help individuals with brain injuries. Most individuals with a traumatic brain injury are not capable of contacting numerous people or agencies.
 - Sharon Lyons advised that she contacts Chris Oaks and Andy Wozny regularly at the ADRC. It is important that people know how to navigate the ADRC website of resources. Sharon told members that both Chris and Andy have come to talk with her New Castle County Support Group numerous times in order to demonstrate how to navigate this important resource. They last came out in January or February.
 - The ADRC is a statewide call-in center resource that triages caller's needs and maintains a list of resources for Delawareans.
 - Nancy suggested contacting the ADRC to see if they can come to a future Prevention and Outreach and TBI Fund Meeting to provide a presentation on their services.
 - Subcommittee members inquired if they were supposed to split the list and actually go out to contact some of these providers, hospitals and schools in their areas. Each county is a lot to cover for only two people.
 - This subcommittee needs to start from the beginning.
- Committee members discussed Adult Day Care Programs, Brain Injury Programs, Recovery Programs, Available Therapies, and the ABI Program available at the Point of Hope location in Smyrna.

NEXT STEPS REVIEW

Christine summarized the subcommittee's next steps as follows:

- Need to solicit subcommittee member for a total of 3 members for each county.
- Dee will coordinate the subcommittee's retreat scheduling with John.
- Subcommittee members will work to develop uniform talking points at the next meeting.
- Each member should come prepared to the next meeting with specific talking points so everyone is uniformly saying the same thing. Members should bring suggestions on the best way for this subcommittee to get the word out about brain injury resources in Delaware, the Delaware TBI Fund, and educational information. Take a more personal approach.
- Sharon will send Dee copies of the brochures and flyers that BIAD has available to share. E.g. "The Lost and Found, Behaviors in Brain Injury", Concussion Information, BIAD Flyers.

- The committee will work on creating PDF copies of the resources and documents for the SCPD, TBI Fund website to share with everyone.
- Develop a plan of approach for outreach meet and greets to provide brain injury information, TBI Fund information and brain injury resources.
- Sharon will contact Chris and Andy to request that they provide a presentation at a future meeting of this committee that perhaps the TBI Fund Application Committee could also attend.
- Schedule the next meeting for some time around the end of June.

ANNOUNCEMENTS

- Dr. Ron Sarg invited everyone to participate in the **Delaware Veterans Stand Down Community Outreach** scheduled for September 20 at Schutte Park in Dover.
- He also told everyone about the **Delaware Healthcare Forum** scheduled for October 29 at the Delaware Technical & Community College, Terry Campus. This forum will provide information on aging out with a brain injury and return to work.

NEXT MEETING

Subcommittee members checked their schedules and agreed to meet again on **Wednesday, June 26 at 2:00 PM** at a location to be determined.

- Nancy agreed to check on the availability of the Dover Easterseals Conference Room for the meeting.
- Sharon agreed to check with Kristy Handley about the possibility of hosting the next meeting in her office at the new Dover BIAD office off of Walker Road in Dover.
- Dee will check the availability of the Margaret M. O'Neill Bldg., 2nd Floor, conference room although parking is extremely limited especially with it being the end of the legislative session.

Once everyone finds out confirmation of meeting availability they should email Dee.

ADJOURNMENT

- Andrew Burdan made a motion to adjourn the meeting that Sharon Lyons seconded. Christine called for discussion and hearing none, voting subcommittee members present unanimously approved the motion to adjourn.
- With no further business to discuss the meeting adjourned at 1:45 p.m.